

Fees

Recording standard and non-standard documents is \$8.00 per page. An additional \$10 per document will be charged to record non-standard documents.

Document Standards

1. Margin requirements are: 3” at top of 1st page, at least 1” at top of all subsequent pages, 1” at bottom of each page, **at least ½”** on sides of each page. If an insignificant portion of the signature (such as the “tail-end” of the last letter) is in the margin the document will be standard. If a portion of the signature in the margin is a designation such as: Sr., Jr., II, III, POA or Attorney-In-Fact; these designations will be considered significant and cause the document to be non-standard.
 2. **Include the name and mailing address of the person** to whom the document is to be returned in the margin in the **upper left-hand** corner of the 1st page of each document which may be legibly printed in ink or typed. The document is non-standard if no return address is included in the upper left-hand corner of the 1st page. If the document is to be returned to a different address than in the upper left-hand corner address, the document is non-standard.
 3. Except for page numbers or **other administrative information or designations** all **margins must be clear** of all markings. The document standards committee has determined that other designations may be:
 - a. form numbers
 - b. form names
 - c. last date form updated
 - d. fax transmittal information
 - e. tribal information
 - f. Initials
 - g. Barcodes
 - h. order numbers
 - i. name of lending institution
 4. The document must be legibly printed or typed in **blue or black ink** on white paper that is either 8 ½ x 11” or 8 ½ x 14” in size. **Addresses of grantees must be in blue or black ink when legibly printed in. A whole document legibly printed in blue or black ink, meeting all other document standards, is a standard document. A whole document that is written in cursive is non-standard.**
 5. If a document conveys an interest in real property a legal description of the property must be provided. Documents that convey an interest in real property may include, but is not limited to, the following:
 - a. **deeds**
 - b. **contracts for deed**
 - c. **reconveyances**
 - d. **satisfactions**
 - e. **deeds of trust**
 - f. **any document requiring an RTC**
- A street address is not a legal description of the property, nor is a deed reference.** The full metes and bounds description; subdivision with lot number or certificate of survey number must be included on the document if such a description exists.
- An acknowledgment by a notary is exempt from the color and margin requirements of this section. The notary seal must be legible.**
- An officially certified court or other government document, whether from an in-state or out-of-state office, is exempt from the provisions of this section.** Government documents include Department of Transportation documents and a Declaration of Intent to Declare a Mobile Home real property. These documents will always be considered standard.
- A document which includes highlighting is a non-standard document.**